

House clearances and waste disposal

- Used oil: Public waste disposal sites
- Batteries: Return to retailer
- Office electrical hardware/computers: Return to retailer
- Electrical/ household appliances: Return to retailer



- Glass: Public waste disposal sites
- Low-energy lamps: Return to retailer (light bulbs in refuse bag)
- Clothes, shoes (good condition): Clothing banks
- Fridges/freezers: Return to retailer or Cargo Domizil 0900 57 37 77
- Metal items, aluminium: Public waste disposal sites
- Tyres: Return to retailer
- Hazardous waste such as chemicals, paint, medicines, thermometers etc.: Return to retailer

... or just leave them where they are: We can collect the waste when you move. CHF 32 per 100 kg plus labour

Think ahead

- Get things to repair shops now...and pick them up after your move.
- Do you want to renovate any items of furniture? Now's a good time as each piece of furniture not included in a move reduces the overall removal costs.
- Deal with small repairs you're responsible for as a tenant now.
- Clear balconies, gardens/seating areas.
- Return books/games etc to library.
- Collect clothes (dry cleaning), shoes (shoe repairs) in good time.
- Inform utility companies to allow them to read meters on appropriate date.
- Don't have new purchases delivered – give companies your new address and agree delivery date in writing.

Stored goods:

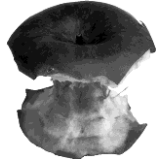
- Use up tinned goods, frozen foods. A limited amount of deep-frozen items makes it easier to move the appliance.



- Plan your menus so cupboards and fridges/freezers are empty on the day of the move.

TIP:

Turn your farewell party at your old house into a small flea market. Friends and acquaintances may be able to put the odd item you no longer need to good use.



Registration/Deregistration

- Telephone: Forms are available in the telephone directory
- Radio and TV licensing: Address changes to www.billag.ch, E-mail: info@billag.com, Infoline: 0844 83 48 34
- Post: Complete application to have mail forwarded at post office, cancel P.O. box if required.
- Driving licence: Inform licensing authority of new address within 14 days. Moves outside canton: Apply to licensing authority for new licence plate and driving licence (within 14 days)
- Residence permits: Moves within same town/city: Register at new Kreis or Quartierbüro. Take Schriftenempfangsschein, Zivilschutz- and Dienstbüchlein (if relevant) with you. Moves to other canton/abroad: Report in person to town hall/community centre with Schriftenempfangsschein, Zivilschutz- and Dienstbüchlein
- Send change of address to:
 - Newspaper/magazine subscription admin offices
 - Schools, course admin offices, clubs
 - Health insurance company
 - Doctor, dentist, vet
 - Banks (apply for new standing order forms)
 - Insurance (amend contents cover to new residence)
 - Girobank
 - Home delivery services (bakers, milk man)
 - AHV-Ausgleichskasse (applies to pensioners and self-employed)
 - Friends and acquaintances

New house/flat

- Study plan of layout of new house/flat, draw position of items of furniture on plan.
- Measure up windows – order curtains

and nets.

- Find carpet/flooring and arrange installation date in writing with the fitters.
- Discuss placement of sockets for TV, dishwasher, deep freeze etc with electrician.
- Prepare planned furniture layout for removal operatives

Last minute matters

- Inform neighbours, caretakers at new and old address of moving date.
- Keep space free for removal van the evening before the move (inform local police station)
- Empty and defrost fridge.
- Use quick freeze button to freeze contents of freezer to maximum for final 24 hours (the appliance is loaded at the last possible moment and immediately plugged in at the new property.)
- To be on the safe side – leave a spare key for the old property with a neighbour.
- Cover plants with plastic sheeting (make sure they have ventilation holes) to protect the leaves.

TIP

In cold weather, use bubble wrap to protect sensitive plants. Transport in heated car!



- Check whether all pieces of furniture and objects have been numbered or marked with coloured spots as per the furniture installation plan so that the removal operatives can put everything in the right place in the new property.
- Payment is usually made on completion of job: Make sure you've got credit cards or cash.
- Have pets looked after elsewhere or put food aside for the day of the move. N.B.: Don't pack pet food. Move animals in private car.
- Prepare for the first jobs in the new property: Fill container with light bulbs, torch, fuses, tools, string, soap, toilet paper, towel, first-aid kit, extension cable, plugs, adhesive tape, address book, matches
- Refreshments on day of the move: The removal operatives will be grateful for a soft drink in hot weather – they have the right to a 30-minute break to get something to eat.

TIP

Don't pack cleaning material/refuse bags, put to one side for final cleaning.

The day of the move

- Make sure staircases, cellars, lofts are properly lit.
- Wear practical clothing and non-slip shoes.
- Inform removal operatives of procedure and allocation of tasks, discuss furniture installation plan, point out particularly fragile objects and special requests.
- When dismantling furniture: Save and label metal parts such as screws, put individual components in bags (available in the removals shop).
- Beware: Do not lock cabinet/cupboard doors and drawers – use furniture tape (available in the removals shop) or jam shut with cardboard. Remove all keys, put in labelled bags (available from removals shop).
- Take a note of meter readings (electricity, gas, heating and hot water) to be on the safe side.

At new property:

- Display furniture installation plan in prominent position. If necessary, put large pieces of paper in the intended positions on the floor so that the removals operatives can put the furniture in the right place.
- Do not place furniture too close to walls. Rule of thumb: Two-finger width for circulation of air.
- Report any damage or losses to the transport manager.
- Put nameplates on doors and letter boxes.

Treat yourselves to a nice meal out... Tomorrow is another day!

